



BOOLEROO CENTRE DISTRICT SCHOOL
BUSHFIRE ACTION PLAN updated: Term 4 2013
GENERAL INFORMATION

<p>This Bushfire Action Plan (BAP) is developed during consultation with :-</p> <ul style="list-style-type: none"> • The Governing Council and families of students attending the Booleroo Centre District School and • members of the Country Fire Service (CFS) Brigade.
<p>The BAP is to be reviewed annually each year to reflect any changes that may have taken place in :-</p> <ul style="list-style-type: none"> • site facilities • personnel normally on site.
<p>The BAP outlines required actions to prepare :-</p> <ul style="list-style-type: none"> • the site before the bushfire season • the building/area nominated as the site Safe Refuge.
<p>The BAP also outlines activities to be undertaken by staff and students at the different levels of a bushfire emergency :-</p> <ul style="list-style-type: none"> • on days of Total Fire Ban and when there is a fire in the local district • when a fire is threatening or impacting on the site • during the period immediately after a bushfire has impacted on the site (known as the 'Recovery Phase').
<p>The vacant block on Stephens Street next to the school is the nominated bushfire Safe Refuge for this site.</p> <ul style="list-style-type: none"> • It has been prepared for a bushfire emergency and will safely accommodate all persons normally on the site and will allow safer passage to the town's Civic Centre should the need arise. • If necessary buses may be accessed for evacuation purposes.
<p>The Principal will hold discussions with members of the CFS Brigade each year about the bushfire preparedness of the site.</p>
<p>The Principal will forward a copy of the site BAP to the CFS Brigade and the Yorke and Mid North Regional office early in Term 4 each year.</p>
<p>The Front Office SSO will ensure a copy of the BAP is available to families on the school website.</p> <ul style="list-style-type: none"> • The BAP is explained to the families of new students during the enrolment process.
<p>The Principal will include bushfire season reminders and information in site newsletters. The Booleroo Centre District School Information Booklet, updated each year, will include detailed information about actions and procedures included in the BAP.</p>
<p>All staff members receive pre fire season updates during Term 3 and ongoing information and instruction about the contents and requirements of the BAP during Term 4 and Term 1 staff meetings.</p>
<p>The Principal will ensure that all new staff members, relieving staff and visitors are briefed about the requirements of the BAP during the site induction process.</p>

PREPARING BOOLEROO CENTRE DISTRICT SCHOOL FOR A BUSHFIRE

An **Emergency Response Team** has been established and members instructed on their roles and responsibilities. The members are :-

- The Principal
- The Senior Leaders and Coordinators
- Fire Officer
- Front Office SSOs

Their roles and responsibilities are detailed throughout the BAP.

A Bushfire Action Plan has been developed.

The Fire Officer will ensure that emergency bushfire drills are carried out by students and staff during the first weeks of Term 4 and Term 1 each year.

The members of the Emergency Response Team will provide all staff and regular visitors with pre fire season updates during Term 3 each year and instruction about any changes to the contents and requirements of the site Bushfire Action Plan during the first two weeks Term 4 and Term 1.

Staff members have been allocated roles and responsibilities at the various stages of the Bushfire Action Plan.

- Details of individual roles and responsibilities are included in later sections of the BAP.

All staff are instructed in the operation of bushfire pump/s, sprinkler and grounds irrigation systems during the first weeks of Term 4 and Term 1 each year.

Grounds staff are instructed in the operation of bushfire pumps, sprinkler and grounds irrigation systems during the first two weeks of Term 4 and Term 1 each year.

Nominated staff members will monitor local ABC (639) radio for CFS Bushfire Information and Warnings Messages on days of high bush fire danger and pass on relevant messages to the Principal and Fire Officer, Front Office staff

- The Principal , the Grounds person and Governing Council Grounds Committee will inspect the site during Term 3 each year for any hazardous bushes and trees.
- Maintenance will be carried out by the Grounds person or parent working bees, as required.
- Overhanging tree branches have been trimmed to a distance of 2 metres from building rooflines
- A request will be made to the site Facilities Manager to remove any high level regrowth.

All cavities and openings in the facades and rooves of buildings have been sealed.

- The site Facilities Manager will be requested to carry out an annual inspection to ensure the integrity of the buildings is maintained

The gutters and roof valleys of buildings under or near to over hanging trees are regularly cleaned and free of vegetation.

- The Grounds person will attend to lower level gutters each month.
- Higher gutters and roof gullies are included in the site Regular Maintenance Plan and will be cleaned every three months.

Timber and paintwork on all buildings is well maintained.

- The site Facilities Maintenance Plan provides information about future maintenance.
- Emergency maintenance is referred to the Site Facilities Manager as required.

THE SAFE REFUGE

The vacant block on Stephens Street next to the school is the nominated 'on site' bush fire Safe Refuge for use by Booleroo Centre District School students, staff.

The Safe Refuge has been clearly identified

- Students are reminded of the location during bushfire drills.
- Site newsletters reinforce the location of the Safe Refuge.

The vacant block can be easily and quickly reached from all areas of the site and safely hold persons normally present on site.

Students and staff practise using the Safe Refuge and moving to it from a number of areas around the site during emergency bushfire drills carried out during Term 4 and Term 1 each year.

- The Fire Officer determines the timing of the drills after consultation with the Principal and the staff.

Buses will remain parked in the bus bay or directed to the safest area after consultation with Emergency Services.

Parents will be advised to park cars on Stephens Street or other area depending on the direction of the fire, and then make their way to the vacant block and remain until when the area is declared safe by the Emergency Services.

It is likely that other members of the Booleroo Centre community will shelter on the Vacant Block during a bushfire. To ensure the appropriate supervision and safety of all students :-

- Classes will sit on the with their teacher
- Community members will be required to remain together and to watch out for each other.

A cupboard labelled 'Safe Refuge' has been identified in the Garden Shed (located between the vacant block and bus bay) and essential items for use during a bushfire emergency have been placed in it.

A fully stocked first aid kit will be kept permanently in the Safe Refuge cupboard. It will be checked and restocked if necessary by the First Aid SSO at the start of each term in terms 4 and 1.

Casks of drinking water are stocked in the Garden Shed. Cups are stored in the Safe Refuge cupboard.

Fresh cartons of water will be purchased by the Finance Officer at the start of each term 4 and 1.

Toilets adjacent to the bus bay may be accessed with due staff care.

An Emergency Supplies kit has been assembled in a single container for ease of collection and transportation to the Safe Refuge by the Front Office SSO.

Student and staff medications have been listed, and are easily assembled and transported to the Safe Refuge by the Front Office SSO.

Student rolls and staff/visitor registers are readily available. The Front Office SSO will accurately record :-

- those present when the move to the Safe Refuge takes place
- those who have left the site before the move
- those who leave the site after the bushfire emergency has passed.

In order to ensure a safe and orderly operation, a decision to move all persons to the site Safe Refuge will be made when any of the following agreed 'triggers' are reached.

- CFS Information and Warning messages broadcast on the local ABC radio (station 639) indicate a fire is moving towards Booleroo Centre District School.
- The local Emergency Services advise that a bushfire is likely to impact on the site.
- We are advised that a bushfire is burning in any of the surrounding districts.
- There is a confirmed sighting of nearby smoke or flame.

TOTAL FIRE BAN DAY

The Principal/Fire Officer will inform students and staff in the 'Morning Notices' that a day of Total Fire Ban has been declared.

'Total Fire Ban' signs will be displayed in the staff room, classrooms, on student notice boards and at all site entrances.

During the first lesson, students will be reminded of site bushfire emergency procedures and drills and referred to laminated bush fire emergency posters displayed in all classrooms.

Students will be reminded of the procedures to be followed if a school bus is overtaken by a bushfire.

The nominated staff members will monitor ABC Radio (station 639) for CFS Information and Warning Messages.

Student excursions away from the site will be cancelled for the day and rescheduled by Teacher and SSO.

Off site meetings for all staff will be cancelled.

Staff members on yard duty will monitor weather conditions while students are on breaks or outside and report any concerns to the Principal.

The school buses will remain parked in the bus bay

Private vehicles will be parked Stephens Street.

The container of Emergency Supplies will be prepared by the Front Office SSO and be ready for transportation to the Safe Refuge.

The Front Office SSO and First Aid SSO will update student and staff medication list and prepare medicines for transportation.

The Grounds person will check levels in water storage tanks for fire fighting and top up from the town water supply if necessary.

The Grounds person will check that pumps, sprinkler systems and grounds irrigation are operating correctly and hoses are attached.

SSO staff will ensure mobile phones are working correctly and spare batteries are fully charged.

All staff will ensure that all hazards (eg bench seats, bags etc) have been removed from passages and walkways and stored in a safe location.

FIRE REPORTED IN LOCAL DISTRICT

When a bushfire has been reported in the nominated local district, the Principal will visit all classes and inform students and staff of its location.
The members of the site Emergency Response Team will be called together to put into place the pre determined bushfire emergency procedures.
The Principal will maintain a visual check of the surrounding area.
The nominated staff members will carefully monitor ABC Radio for CFS Information and Warning Messages and provide site leaders with updates concerning the latest location of the bushfire front and any impact it may have on the site.
The Front Office SSO will monitor the local VHF radio network and pass on relevant information to the Principal.
The site telephone system does not operate when the electricity supply is cut off. <ul style="list-style-type: none">• The Front Office SSO will plug in the alternative handset that operates independently and check that it is working.
The Principal will advise the Clare Regional Office that a bushfire has been reported in the nominated local district.
The Principal will liaise with local CFS Brigade to obtain the latest information and advice about likely effect of the bushfire on the site.
The Principal will cancel on site outdoor activities for students.
The Front office SSO will identify and list all students and staff who live in the area reported to be affected by the bush fire.
All class room teachers and the Front Office SSO will record the names of any students who may be collected from the site by parents during the day. All students to sign out from the front office.
The Principal will assess if it is safe for students to take outside recess and lunch breaks and notify all classes of their decision.
The Principal will assess if it is safe to release students from the site at normal dismissal time. <ul style="list-style-type: none">• If specific school bus routes or local roads are impacted upon or threatened by the bush fire, arrangements to supervise the affected students until the Emergency Services report that the situation is safe to release them from the site will be made.
The Grounds Person will prepare and test bushfire pumps, sprinkler systems and grounds irrigation systems.
The Groundsperson will turn on sprinklers and irrigation systems hourly to dampen surrounds.
The Groundsperson will turn off all external gas cylinders.
The Front Office SSO will back up all site computer records. <ul style="list-style-type: none">• CFS Information and Warning messages broadcast on the local ABC radio indicate a fire is moving towards the school.• The local Emergency Services advise that a bushfire is likely to impact on the site.• We are advised that a bushfire is burning in any of the surrounding townships.• There is a confirmed sighting of nearby smoke or flame from the site.
All class teachers will encourage students to top up personal water bottles during the day so that they have adequate drinking water should a move to the Safe Refuge become necessary.
All class teachers will encourage students to assemble personal belongings (books, pencils, games, clothing, bags etc) and keep them close by should a move to the Safe Refuge become necessary.

All class teachers will encourage students to use the toilet regularly during the day.
All staff undertake their assigned roles and responsibilities.
The Front Office SSO will alert visitors and volunteers of the situation during the signing in process and advise them of action to take should a move to the Safe refuge become necessary.
The Principal will liaise with Regional Office, SAPOL, and school bus drivers to determine any likely impact of the reported bush fire on school bus routes.
School buses will not leave site unless a clear directive given to the Principal by SAPOL or CFS Incident Management indicating bus routes are safe to travel.
If a bush fire prevents school buses leaving the site, the Principal and rostered teachers will supervise students remaining on site until they are collected by parents.

FIRE IN IMMEDIATE VICINITY OR IMPACTING ON SITE

The 'triggers' for a move to the Safe Refuge have been detailed above. All staff, students, visitors and parents are aware and prepared for the move that will take place when the 'triggers' are reached.
When a 'trigger' is reached, the agreed alarm signal will be sounded continuously by the Fire Officer.
All students, staff and visitors will move to the Safe Refuge on hearing the siren or being informed personally by the Principal.
Groundsperson will turn on bushfire sprinkler and grounds irrigation systems after ensuring students in his/her care are safely in the Safe Refuge and determining that the task can be undertaken without placing themselves in undue danger.
Staff will close all doors and windows and turn off air conditioners as rooms are vacated.
The Principal will ensure all site personnel are accounted for and in Safe Refuge. <ul style="list-style-type: none"> • Classroom teachers will do a roll call of students in their care. • Front Office SSO will monitor visitors and volunteers.
The Principal will ensure that staff and students from other associated sites are accounted for and accommodated appropriately.
The Principal will ensure that local community members are accommodated appropriately in an area separated from students.
The Emergency Response Team members will institute search procedures for missing persons if needed.
The Principal will advise the Regional Office of the move to the Safe Refuge and provide information about: <ul style="list-style-type: none"> • The 'trigger' that has been reached and likely impact on the site. • The number of site students, staff and registered visitors taking shelter. • The number of 'off site' students and staff present. • The number of community members present. • Emergency Services assistance immediately available.
The Emergency Response Team members will liaise with CFS units and other Emergency Services if on site.
All persons sheltering in the Safe Refuge will prepare for arrival and passage of the fire front. The Emergency Response Team will :- <ul style="list-style-type: none"> • provide regular updates at an appropriate level to students and adults • describe the situation that can be safely observed outside the building to all persons in the Safe Refuge. • assist all students and adults to remain calm.

<ul style="list-style-type: none"> • outline possible plans of action after the front has passed with the students.
Classroom teachers will prepare for unexpected toileting of students.
The Emergency Response Team members will check for and attempt to extinguish spot fires in side or impacting on the Safe Refuge as necessary. <ul style="list-style-type: none"> • It is not expected that they will undertake major fire fighting activities. • They are not expected to put themselves in any dangerous situations • Move students to the centre of town, locate at the Civic Centre, where there are water and toilet facilities.
All staff will undertake their assigned roles and responsibilities.

RECOVERY AFTER THE FRONT HAS PASSED

The Principal will ensure no one leaves the Safe Refuge until the situation has been assessed as safe by the members of the Emergency Response Team or members of the Emergency Services.
The Emergency Response Team members will make an assessment of the need for, and if necessary, begin preparations to care for students for an extended period of time.
Nominated staff members will remain on duty until all students are collected from the site by their parents.
The First Aid SSO will check for and treat any injuries.
The Emergency Response Team members will check buildings for damage and burning embers.
Staff will extinguish small fires near the Safe Refuge.
The Principal will liaise with Emergency Services on site as soon as possible.
The Principal will advise the Regional Office of the current situation as soon as the position becomes clear and it is safe to do so.
The Principal will refer media enquiries to the Regional Director/Assistant Regional Director.
The Emergency Response Team members will determine if there is a need to evacuate the Safe Refuge.
The Emergency Response Team members will use an alternative safe location if required.
All staff members will begin to reunite families at a safe location when the situation has been declared safe.
The Front Office SSO will record names of students and person collecting them as they leave the site.
All staff undertake their assigned roles and responsibilities.
The Principal, Emergency Response Team, staff and students (where appropriate) will undertake a de-brief of the bush fire emergency situation and the procedures undertaken at an appropriate time shortly after the incident.
The Principal will seek support for students and staff from counsellors and social workers when appropriate.
The Emergency Response Team will review the effectiveness of staff instruction undertaken before the bush fire emergency in light of the experience in order to ensure that lessons learnt are captured for future benefit.
The Principal will arrange to have fire fighting systems checked and readied for use again.
The Principal will arrange to have the appropriate authorities assess the safety of site buildings once the area is declared safe.
The Principal will complete the relevant report available from www.crisis.sa.edu.au